

Lilah Kulkarni

📞 (717) 555-0198 ✉️ lilah.kulkarni@email.com 💼 linkedin.com/in/lilahkulkarni 📍 123 Maple Street, Harrisburg, PA 17101

SUMMARY

Detail-oriented Accounts Payable Coordinator with over two years of experience in financial transaction management. Demonstrated proficiency in resolving discrepancies and enhancing payment processes through collaboration with purchasing teams. Skilled in utilizing data entry techniques and Microsoft Office applications to streamline operations. Passionate about contributing to improved accuracy in invoicing and timely payments, showcasing strong analytical abilities. Eager to leverage expertise in accounts payable to address challenges effectively while maintaining high standards of vendor communication and transparency. Excited to facilitate superior results in the next role.

EXPERIENCE

Accounts Payable Coordinator June 2024 - Present
Global Financial Services Harrisburg, PA

Serves as Accounts Payable Coordinator managing day-to-day financial operations. Support critical projects relating to invoice processing and vendor relations. Lead initiatives to streamline AP workflows that improve overall efficiency.

- Analyzed invoices and resolved payment discrepancies, resulting in a significant reduction of outstanding invoices.
- Collaborated with the Purchasing team to refine AP processes, enhancing operational efficiency
- Audited accounts payable records, identifying and rectifying non-payment issues, thereby improving resolution times substantially.
- Maintained accurate payment statuses, ensuring timely communication with vendors regarding discrepancies.
- Tracked and reconciled monthly Purchase Orders, aligning them with financial reports for precise billing.
- Delivered comprehensive reports to the Purchasing Manager detailing payment issue statistics and resolutions.

Accounts Payable Specialist August 2022 - May 2024
Financial Solutions Group Lancaster, PA

Managed daily operations focusing on accounts payable, optimizing processes for performance gains. Engaged collaboratively with vendors and internal stakeholders.

- Oversaw daily accounts payable operations, processing a high volume of invoices while emphasizing accuracy.
- Assisted in crafting a new data entry system that enhanced processing speeds and productivity.
- Partnered with suppliers to resolve payment inquiries, strengthening vendor relations significantly.
- Conducted regular audits of AP processes, pinpointing areas for improvement while implementing corrective measures.
- Developed training materials guiding new hires on best practices in accounts payable workflows.
- Monitored payment cycles vigilantly to ensure full compliance with financial regulations.

LEADERSHIP & AWARDS

• Dean's List, Harrisburg Community College, 2023

EDUCATION

Associate Degree in Accounting 2024
Harrisburg Community College GPA: 3.5 Harrisburg, PA

Coursework: Financial Accounting, Managerial Accounting, Taxation, Business Law

CERTIFICATIONS

• Microsoft Office Specialist Certification 📅 2025

TECHNICAL SKILLS

- **Data Processing Software:** QuickBooks, Oracle, SAP
- **Spreadsheet Applications:** Excel, Google Sheets
- **Accounting Standards:** GAAP, IFRS
- **Reporting Frameworks:** Crystal Reports, Tableau
- **Communication Tools:** Email, Slack, Zoom
- **Audit Tools:** Yardi, ProContract
- **Payment Platforms:** PayPal, ACH Transfers, Wire Transfers
- **Financial Analysis Techniques:** Variance Analysis, Cost-Benefit Analysis
- **Project Management Software:** Trello, Asana, JIRA
- **Database Management:** MySQL, Access

SKILLS

- Accounts Payable
- Financial Reporting
- Attention to Detail
- Audit Procedures
- Data Entry
- Vendor Relations
- Time Management
- Compliance Standards
- MS Office
- Communication Skills
- Team Collaboration
- Record Keeping
- Invoice Processing
- Problem Solving
- Reporting Tools

PROFESSIONAL AFFILIATIONS

- Member, Accounting Club, Harrisburg Community College, 2023
- Volunteer Tax Assistant, VITA Program, 2024

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST